

Michigan Department of Transportation Airports



New Landing Site Application Package

**Private Use and Public Use
Airports & Heliports
Unimproved Airstrip**

Airport establishment - notification requirements

Anyone that wants to establish an airport or heliport must notify the Federal Aviation Administration and State of Michigan Department of Transportation, Office of Aeronautics of their intent to establish the landing site. If the facility is intended to be open for public use a license must be obtained from the State Of Michigan.

Proponent determines if the site will be "private" or "public" use.

Notification is accomplished by submitting the following;

Private use: Intended for the use of the owner and the owner's invitees. Not intended for use on the part of the general public. No commercial operations.

Submit packet to FAA and MDOT Office of Aeronautics

1. FAA Form 7480-1 <http://www.faa.gov/airports/resources/forms/?sect=airspace>
2. Diagram of the landing site including adjacent property and any obstructions to the runway
3. Map (U.S.G.S. quadrangle) showing location of the site

Public use: Open for the use of the general public without having to obtain prior permission from the owner or manager. Public use airports are licensed by Michigan Aeronautics Commission, published in the Michigan Airport Directory and on the Michigan Aeronautical Chart.

Submit to FAA:

1. FAA Form 7480-1 <http://www.faa.gov/airports/resources/forms/?sect=airspace>
2. Diagram of the landing site including adjacent property and any obstructions in the approach
3. Map (U.S.G.S. quadrangle) showing location of the site

Submit to MDOT Office of Aeronautics:

1. FAA Form 7480-1 <http://www.faa.gov/airports/resources/forms/?sect=airspace>
2. Diagram of the airport including adjacent property and any obstructions in the approach
3. Map (U.S.G.S. quadrangle) showing location of the site
4. License application and \$25.00 application fee.
5. Any proposal describing any planned development of services and facilities intended to serve the flying and non-flying public.
6. Local land zone use and master plan.

Coordinates:

When submitting latitude and longitude information, be sure that the information is in the correct format, i.e. if submitting in degrees, minutes and seconds, then the data is actually in degrees, minutes and seconds, not degrees, minutes and tenths of a minute.

Topographic Maps:

You may purchase a quadrangle map from several vendors including the USGS. The USGS web site can be accessed at <http://geography.usgs.gov> . Or Google earth map.

Send **FAA** packet to:

FAA Airport District Office
Suit 107
11677 South Wayne Rd
Romulus, MI 48167

Send **State of Michigan** MDOT Office of Aeronautics packet to:

2700 Port Lansing Rd., Lansing MI 48906

More information:

MDOT Aeronautics web page: <http://www.michigan.gov/aero/>

Airport manager exam study guide: http://www.michigan.gov/documents/studyguide_18131_7.pdf

Questions?

State Of Michigan

Mary Trierweiler 517-335-9681

e-mail: trierweilerm@michigan.gov

FAA Airport District Office

Brian A. Tenkhoff, P.E. 734-229-2933

e-mail: Brian.Tenkhoff@faa.gov